

FAMU/FSU College of Engineering

Department of Electrical Engineering

Code of Conduct

Team # and Project Title: 305/ Southeast Con

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Date: 9/13/18

Mission Statement

Southeast Con Team is committed to ensuring a positive work environment that supports professionalism, integrity, respect, and trust. Every member of this team will contribute a full effort to the creation and maintenance of such an environment to bring out the best in all of us as well as this project.

Roles

Each team member is delegated a specific role based on their experience and skill sets and is responsible for all here-within:

Team Leader –

Manages the team as a whole; develops a plan and timeline for the project, delegates tasks among group member according to their skill sets; finalizes all documents and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. If a problem arises, the team leader will act in the best interest of the project. He keeps the communication flowing, both between team members and Sponsor. The team leader takes the lead in organizing, planning, and setting up of meetings. In addition, he is responsible for keeping a record of all correspondence between the group and ‘minutes’ for the meetings. During the Southeast Con competition, he can apply for an appeal if the team disagrees with the judge on a ruling. Finally, he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress

Team members:

Financial Advisor/ Lead Control System Engineer

Manages the budget and maintains a record of all credits and debits to project account. Any product or expenditure requests must be presented to the advisor, whom is then responsible for reviewing and the analysis of equivalent/alternate solutions. They then relay the information to the team and if the request is granted, order the selection. A record of these analyses and budget adjustments must be kept. Takes charge of the control design aspects of the project. Keeps line of communication with the other leads.

Lead Mechanical Engineer:

Takes charge of the mechanical design aspects of the project. Keeps line of communication with the other leads. He is responsible for knowing details of the design and presenting the options for each aspect to the team for the decision process. Work load that falls under the mechanical engineering umbrella, the Lead ME may break up the work amongst the team. Keeps all design documentation for record and is responsible for gathering all reports.

Lead Electrical Engineer

He is responsible of the EE, or IE design part in support of the project. He maintains line of communication with the other leads. Work load that falls under the electrical engineering umbrella, the Lead EE may break up the work amongst the team. He keeps all design documentation for record.

Lead Software Engineer

He is responsible of the CE design part in support of the project. He maintains line of communication with the other leads. Work load that falls under the computer engineering umbrella, the Lead Software Engineer may break up the work amongst the team. He keeps all design documentation for record.

All Team Members:

- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit
- Listen and contribute constructively (feedback)
- Be effective in trying to get message across
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks
- Record what happens during meetings

Communication

The main form of communication will be over phone, slack, and text-messaging among the group, preferably phone as well as through regular meetings of the whole team. Email will be a secondary form of communication for issues not being time-sensitive. For the passing of information, i.e. files and presentations, slack will be the main form of file transfer and proliferation.

Each group member must have a working email and slack for the purposes of communication and file transference. Members must check their slack and emails at least twice a day to check for important information and updates from the group. Although members will be initially informed via a phone call, meeting dates and pertinent information from the sponsor will additionally be sent over email so it is very important that each group member checks their email frequently.

If a meeting must be canceled, an email must be sent to the group at least 24 hours in advance.

Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence. Reason for absence will be appreciated but

not required if personal. Repeated absences in violation with this agreement will not be tolerated. If three unexcused absences or five excused absences occur during the time that the project is active, the team member will receive a negative mark on the peer evaluation.

Team Dynamics

The students will work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult it is expected that the member should ask for help from the other teammates. If any member of the team feels they are not being respected or taken seriously, that member must bring it to the attention of the team leader in order for the issue to be resolved. We shall NOT let emotions dictate our actions. Everything done is for the benefit of the project and together everyone achieves more.

Ethics

Team members are required to be familiar with the IEEE and NSPE Engineering Code of ethics as they are responsible for their obligations to the public, the client, the employer, and the profession. There will be stringent following of the IEEE and NSPE Engineering Code of Ethics.

Dress Code

Team meetings will be held in casual attire. Sponsor meetings and group presentations will be business casual to formal as decided by the team per the event.

Weekly and biweekly Tasks

Team members will participate in all meetings with the sponsor, adviser and instructor. During said times ideas, project progress, budget, conflicts, timelines and due dates will be discussed. In addition, tasks will be delegated to team members during these meetings. Repeat absences will not be tolerated, please refer to Communication for how repeated absences are handled .

Decision Making

It is conducted by consensus and majority of the team members. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as a group and the majority will decide on the plan of action. Individuals with conflicts of interest should not participate in decision-making processes but do not need to announce said conflict. It is up to each individual to act ethically and for the interests of the group and the goals of the project. Achieving the goal of the project will be the top priority for each group member. Below are the steps to be followed for each decision-making process:

- Problem Definition – Define the problem and understand it. Discuss among the group.

- Tentative Solutions – Brainstorms possible solutions. Discuss among group most plausible.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solution. Re-evaluate Tentative Solution for plausibility and effectiveness.
- Design – Design the Tentative Solution product and construct it. Re-evaluate for plausibility and effectiveness.
- Test and Simulation/Observation – Test design for Tentative Solution and gather data. Re-evaluate for plausibility and effectiveness.
- Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if design can be improved and if time/budget allows for it.

Conflict Resolution

In the event of discord amongst team members the following steps shall be respectfully employed:

- Communication of points of interest from both parties which may include demonstration of active listening by both parties through paraphrasing or other tool acknowledging clear understanding.
- Administration of a vote, if needed, favoring majority rule.
- Lead of the field in which the conflict falls, decides the outcome.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document, the members of Southeast Con Team agree to all the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date

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